**Instructions for Use of Nursing Sensitive Indicator (NSI) Excel Workbook for Collection and Submittal of Nursing-Sensitive Patient-Centered and System-Centered Indicator Data to MHDO**

If you encounter difficulty opening the Nursing Sensitive Indicator (NSI) Excel Workbook (if you get a message like the one below) it means the macro security settings on your computer are set to High or Very High.  Or you may get a security warning message similar to # 4 below (if so, skip to step #4).
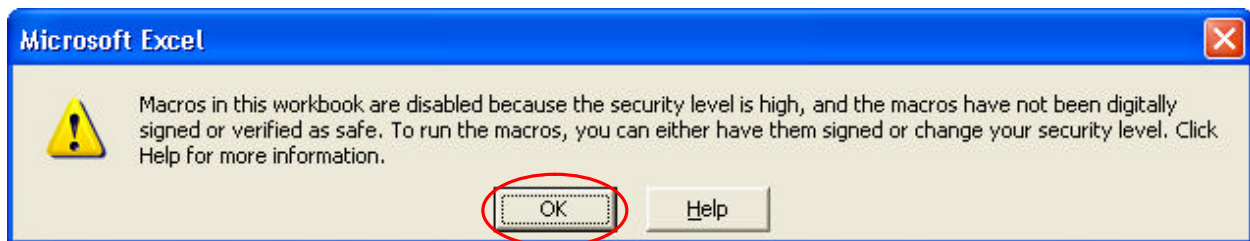


**Click "OK"** above and review the following for a quick solution (you may want to check with your Technical Support staff before doing).

Use the following procedure to enable the NSI spreadsheet macro:

1. Select the **Tools** menu option and then select **Macro** and **Security** (see below).
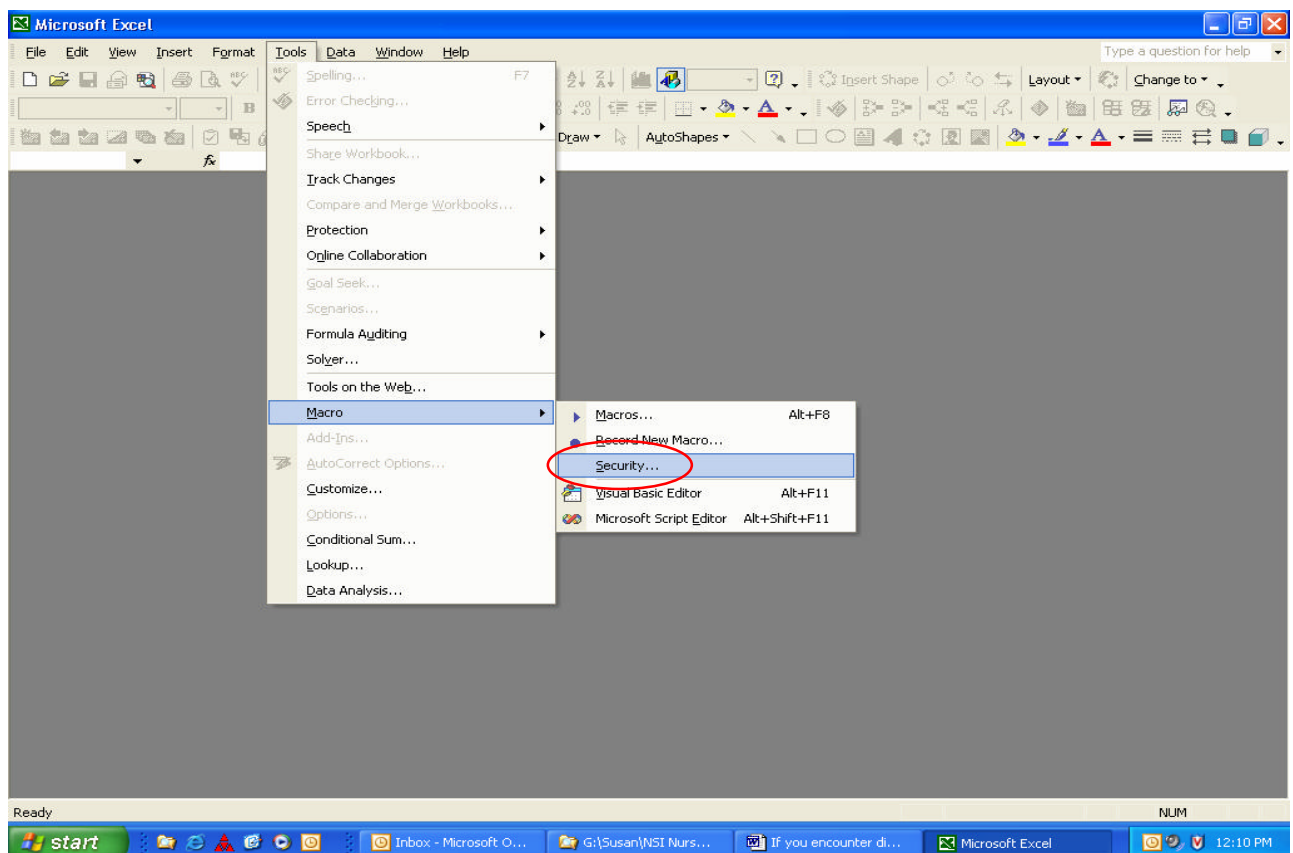
2.  In the resulting **Security** dialog, set the security level to Medium by clicking the **Medium** radio button (see below).
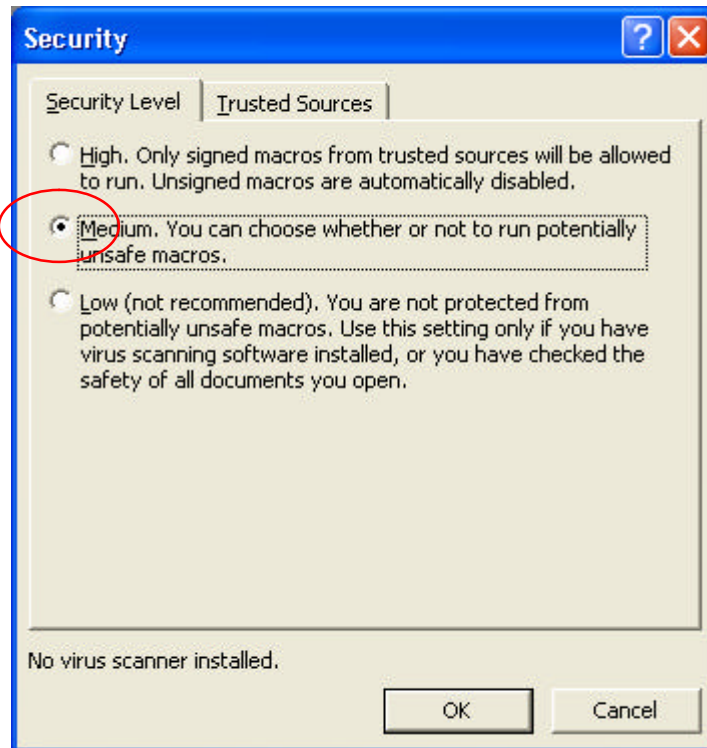


3.  Close the file and close all Excel programs currently running on your computer.

4.  Open the file again.  You will get a security warning message (see below).
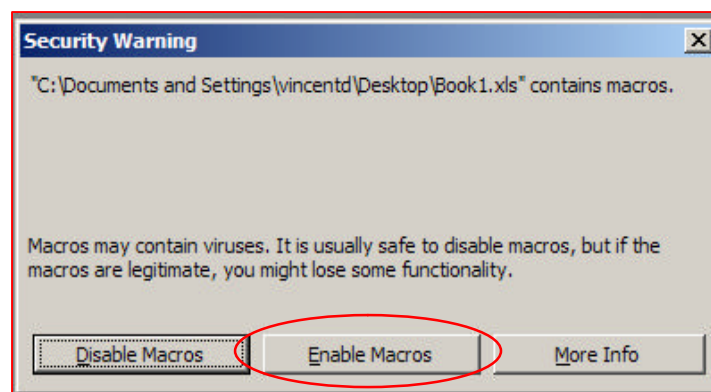


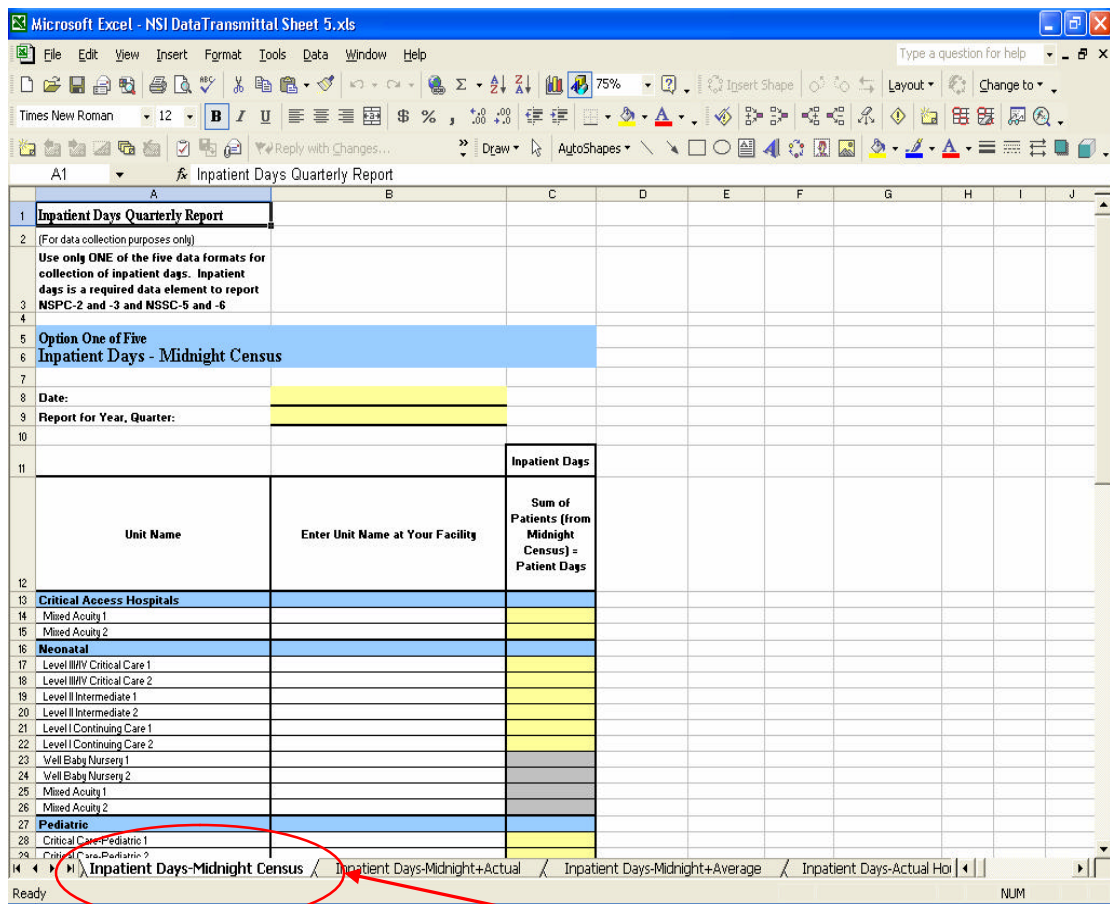Click the **Enable** button when prompted to allow the macro to run.

(When you have completed submitting the NSI data, the Maine Health Data Organization recommends that you return the macro security setting to its previous setting or check with your technical support staff).

## Use of the NSI Data Transmittal Datasheet for Collection of Data
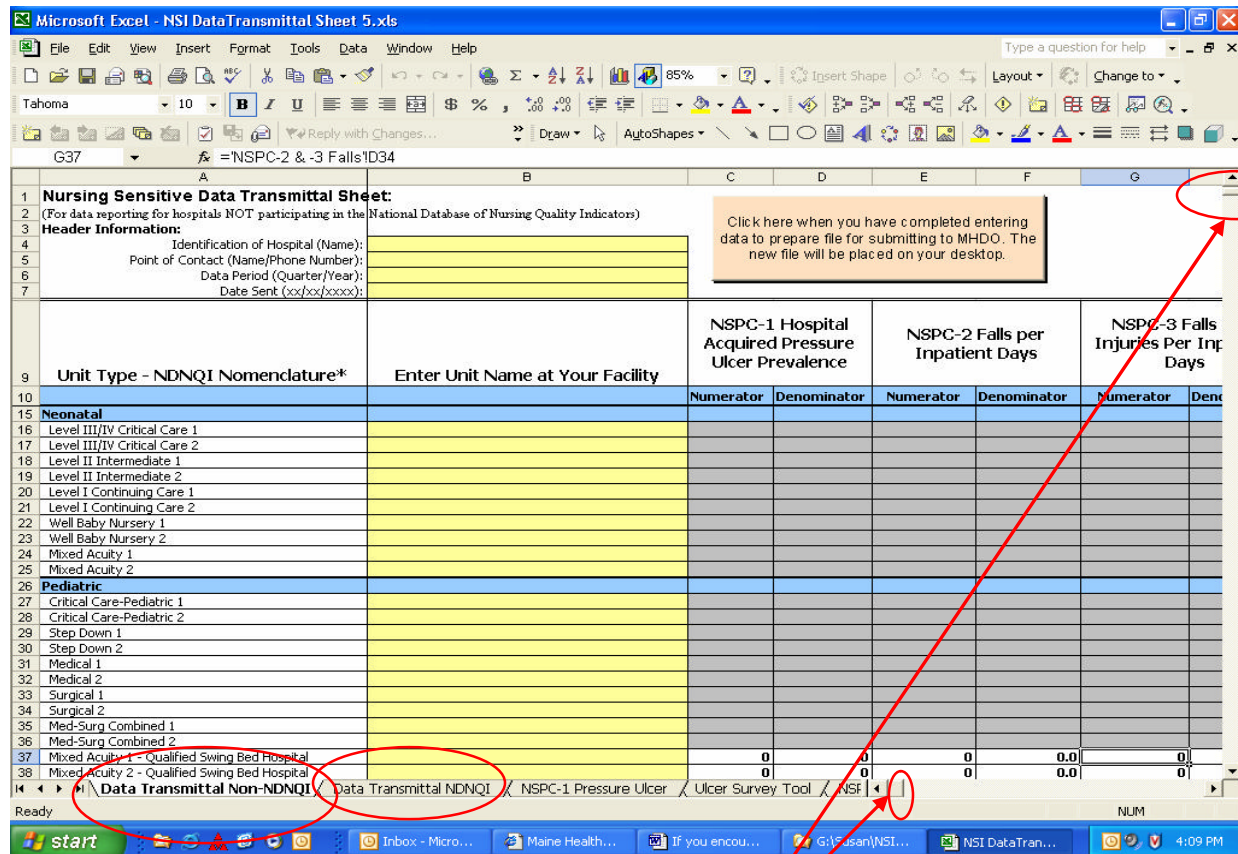


To view the spreadsheet, move the **scroll bars** on the right side up and down or on the bottom to the right and left. There are 14 worksheets (see tabs at bottom of page) starting with the top two worksheets, **"Data Transmittal Non-NDNQI"** for non-NDNQI hospitals and **"Data Transmittal NDNQI"** for NDNQI hospitals. The other worksheets are for use in data collection. Each is named for a different group of measures.

You do not have to use these other worksheets to collect your data but if you choose to do so, they will automatically fill in the top two spreadsheets for you (there are formulas in the spreadsheets that help you calculate measures and fill them into the top two worksheets for submittal).

**Microsoft Excel - NSI DataTransmittal Sheet 5.xls**

Inpatient Days Quarterly Report
(For data collection purposes only)
Use only ONE of the five data formats for collection of inpatient days. Inpatient days is a required data element to report NSPC-2 and -3 and NSSC-5 and -6

Option One of Five
Inpatient Days - Midnight Census

Date:
Report for Year, Quarter:

Inpatient Days

| Unit Name | Enter Unit Name at Your Facility | Sum of Patients (from Midnight Census) = Patient Days |
|---|---|---|
| Critical Access Hospitals | | |
| Mixed Acuity 1 | | |
| Mixed Acuity 2 | | |
| Neonatal | | |
| Level III/IV Critical Care 1 | | |
| Level III/IV Critical Care 2 | | |
| Level II Intermediate 1 | | |
| Level II Intermediate 2 | | |
| Level I Continuing Care 1 | | |
| Level I Continuing Care 2 | | |
| Well Baby Nursery 1 | | |
| Well Baby Nursery 2 | | |
| Mixed Acuity 1 | | |
| Mixed Acuity 2 | | |
| Pediatric | | |
| Critical Care-Pediatric 1 | | |
| Critical Care-Pediatric 2 | | |

Tabs: Inpatient Days-Midnight Census / Inpatient Days-Midnight+Actual / Inpatient Days-Midnight+Average / Inpatient Days-Actual Hours

The last five worksheets are labeled **"Inpatient Days"** with the five methods for collection (**Midnight Census**, **Midnight** Census **Plus** Inpatient Days from **Actual** Hours for Short Stay, **Midnight** Census **Plus** Inpatient Days from **Average** Hours for Short Stay, Inpatient Days from **Actual Hours**, or Inpatient Days Averaged from **Multiple Census**).  **Choose only one method** using the most accurate method that is within the capabilities of your hospital system (see "Inpatient Days" under definitions in the NSI Microspecifications Manual at the MHDO website).

### Use of the NSI Data Transmittal Datasheet for Submittal of Data

When you have completed entering data, save the file to your computer.  Then select either the "Data Transmittal Non-NDNQI" or "Data Transmittal NDNQI" worksheet and click the button in the upper right that says **"Click here when you have completed entering…."**  The macro will run a program that saves only the top worksheet you have selected onto the desktop of your computer as an icon.  It can take as long as two minutes to complete (the hourglass symbol will disappear).
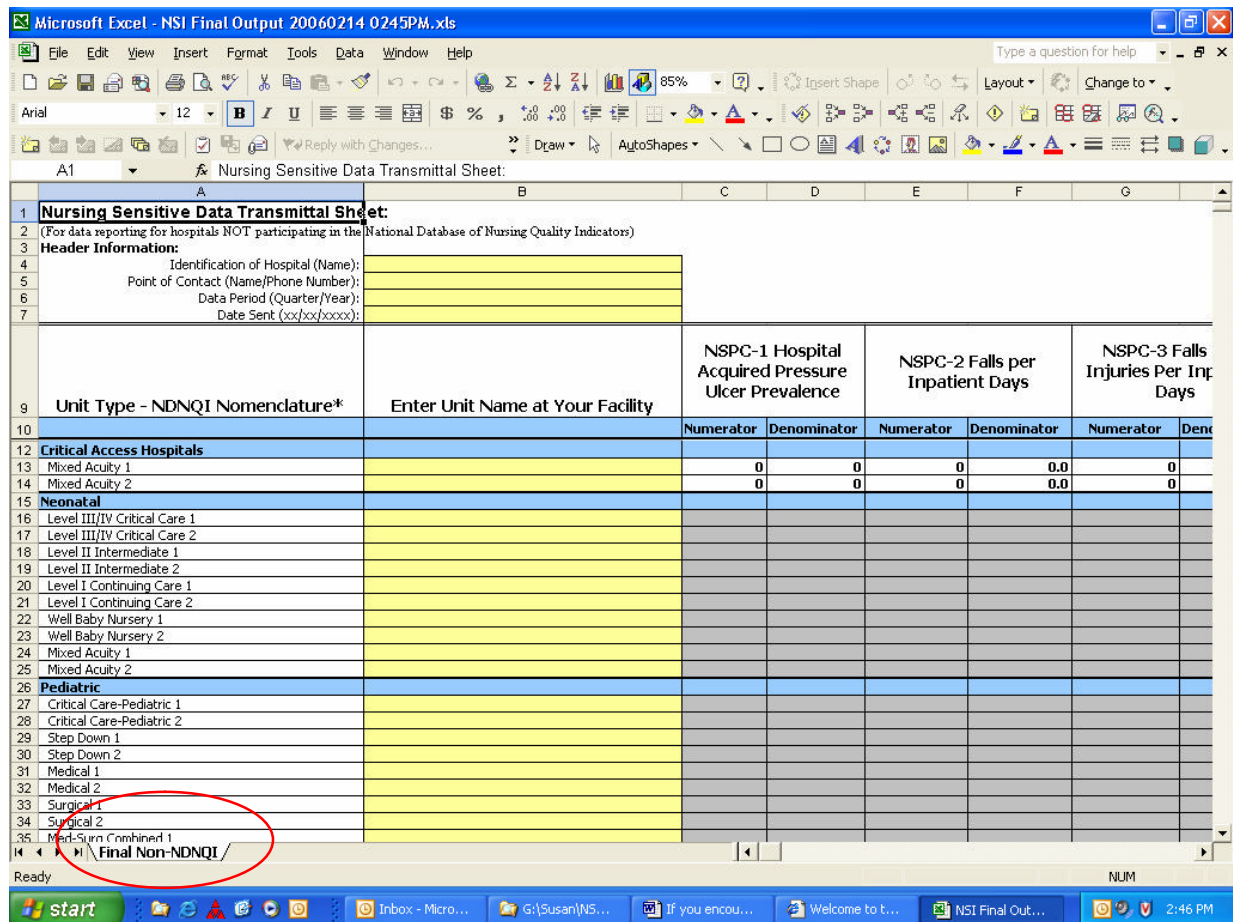
There will be only one tab worksheet in this file and it will be named "Final Non-NDNQI" or "Final NDNQI". Close this file and you will see the **new icon on your desktop** named "NSI Final Output *Date/Time*.xls" where the "*Date*" will be today's date in format yyyy/mm/dd and the "*Time*" will be the time on your computer (for example "NSI Final Output 200602140347PM.xls" for a file saved on Feb. 14th, 2006 at 3:37 PM).

Right click on this file icon and select **Rename** and rename the file according to the naming convention below:

**NSI-2000XX-2005QRT4** (for data for Oct, Nov, Dec 2005)

**NSI-2000XX-2006QTR1** (for data for Jan, Feb, Mar 2006)

**NSI-2000XX-2006QTR2** (for data for Apr, May, Jun 2006)

**NSI-2000XX-2006QTR3** (for data for Jul, Aug, Sept 2006)

Where **2000XX** is your hospital's MHDO ID Number as listed below.

| ID # | NAME |
|---|---|
| 200018 | AROOSTOOK MEDICAL CENTER |
| 200004 | ACADIA HOSPITAL |
| 200051 | BLUE HILL MEMORIAL |
| 200007 | BRIDGTON HOSPITAL |
| 200023 | C.A. DEAN MEMORIAL |
| 200055 | CALAIS REGIONAL |
| 200031 | CARY MEDICAL CENTER |
| 200024 | CENTRAL MAINE MEDICAL CENTER |
| 200057 | DOROTHEA DIX PSYCHIATRIC CENTER |
| 200027 | DOWN EAST COMMUNITY |
| 200033 | EASTERN MAINE MEDICAL CENTER |
| 200037 | FRANKLIN MEMORIAL |
| 200040 | H.D. GOODALL |
| 200026 | HOULTON REGIONAL |
| 200041 | INLAND HOSPITAL |
| 200050 | MAINE COAST MEMORIAL |
| 200015 | MAINE GENERAL - AUGUSTA & WATERVILLE |
| 200009 | MAINE MEDICAL CENTER |
| 200066 | MAYO REGIONAL |
| 200008 | MERCY HOSPITAL |
| 200044 | MID-COAST HOSPITAL |
| 200002 | MILES MEMORIAL |
| 200003 | MILLINOCKET REGIONAL |
| 200038 | MT DESERT ISLAND |
| 200010 | NEW ENGLAND REHABILITATION |
| 200052 | NORTHERN MAINE MEDICAL CENTER |
| 200025 | PARKVIEW ADVENTIST MEDICAL CTR |
| 200063 | PENOBSCOT BAY MEDICAL CENTER |
| 200062 | PENOBSCOT VALLEY HOSPITAL |
| 200012 | REDINGTON-FAIRVIEW GENERAL |
| 200056 | RIVERVIEW PSYCHIATRIC CENTER |
| 200016 | RUMFORD HOSPITAL |
| 200028 | SEBASTICOOK VALLEY HOSPITAL |
| 200019 | SOUTHERN MAINE MEDICAL CENTER |
| 200067 | SPRING HARBOR HOSPITAL |
| 200006 | ST ANDREWS |
| 200001 | ST JOSEPH |
| 200034 | ST MARYS REGIONAL MEDICAL CENTER |
| 200032 | STEPHENS MEMORIAL |
| 200013 | WALDO COUNTY GENERAL |
| 200020 | YORK HOSPITAL |

Next go to the MHDO website Quality Data page and look under **Nursing Sensitive Indicators** - **Data Submission Instructions.**
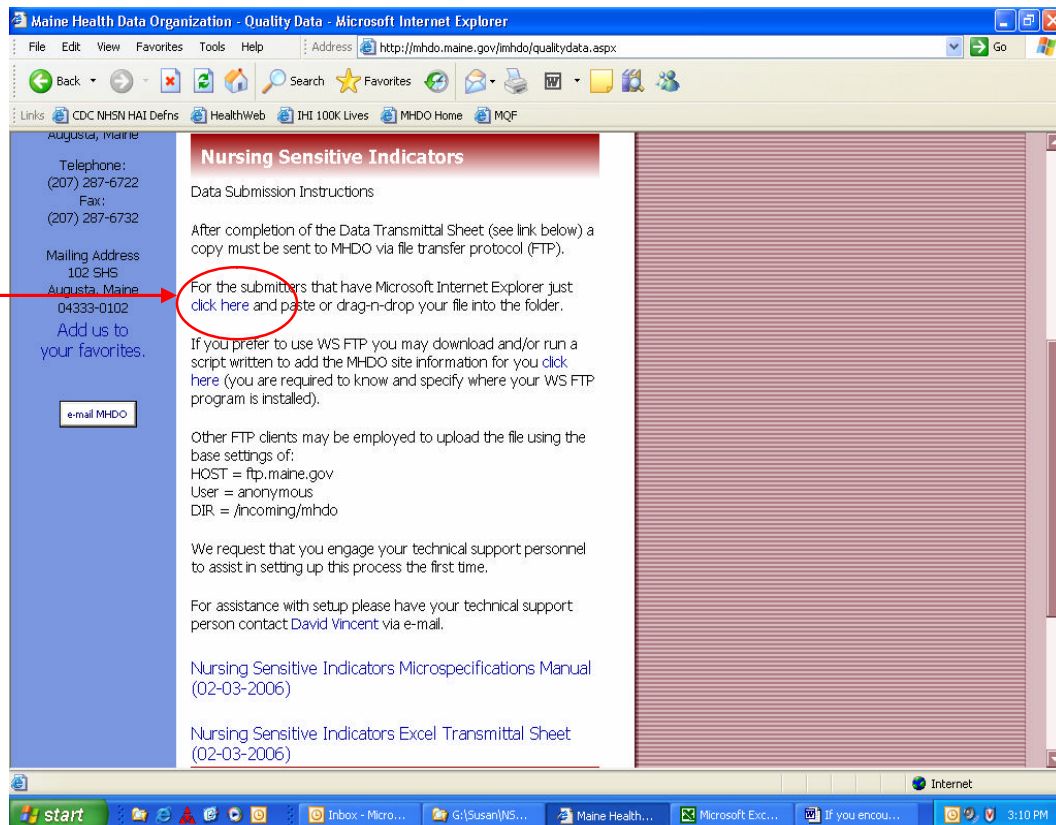


Click where it says **"For the submitters that have Microsoft Internet Explorer just click here and paste or drag-n-drop your file into the folder."** This opens MHDO's secure file transfer protocol (FTP) site where you can submit your data to MHDO.

If your computer gives you an error message (such as "Resource not available") please see your technical support staff. For security purposes, some facilities have their Internet connections set to block Port 21 (the traditional FTP port). Or some systems firewalls may prevent contact. Your Technical Staff can modify the settings on your computer to allow you to connect with our remote FTP server to initiate file transfer operations.
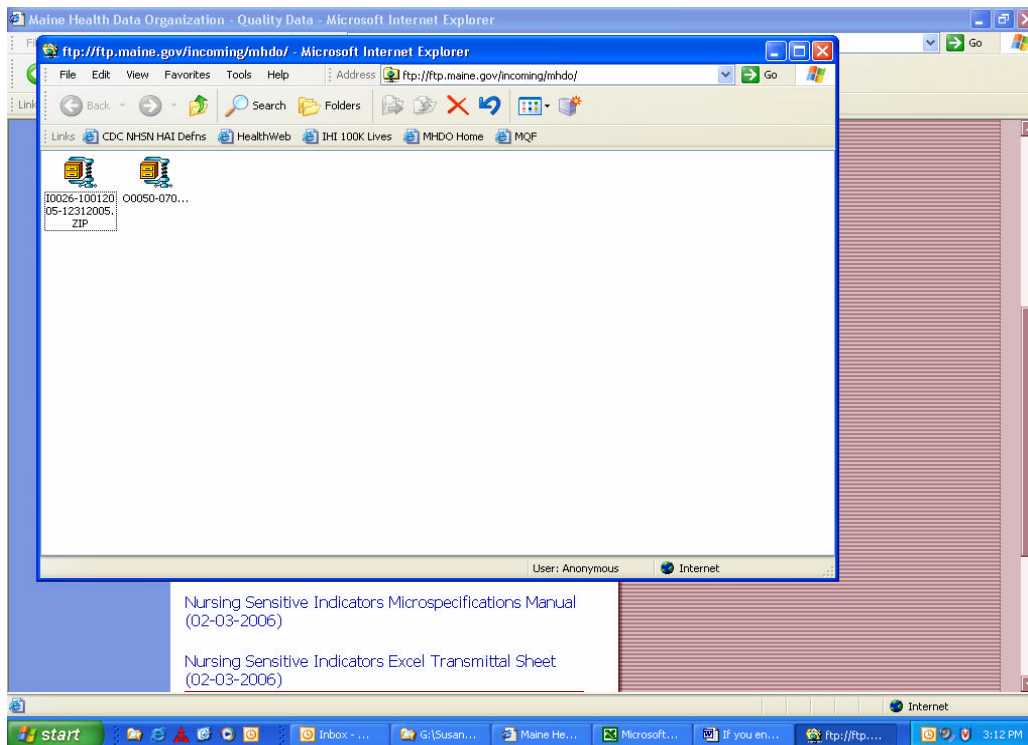
There may be other files visible in the FTP site or it may be empty. By minimizing all open screens on your computer except the FTP site you can drag and drop your NSI file (on your desktop) into the MHDO FTP site.
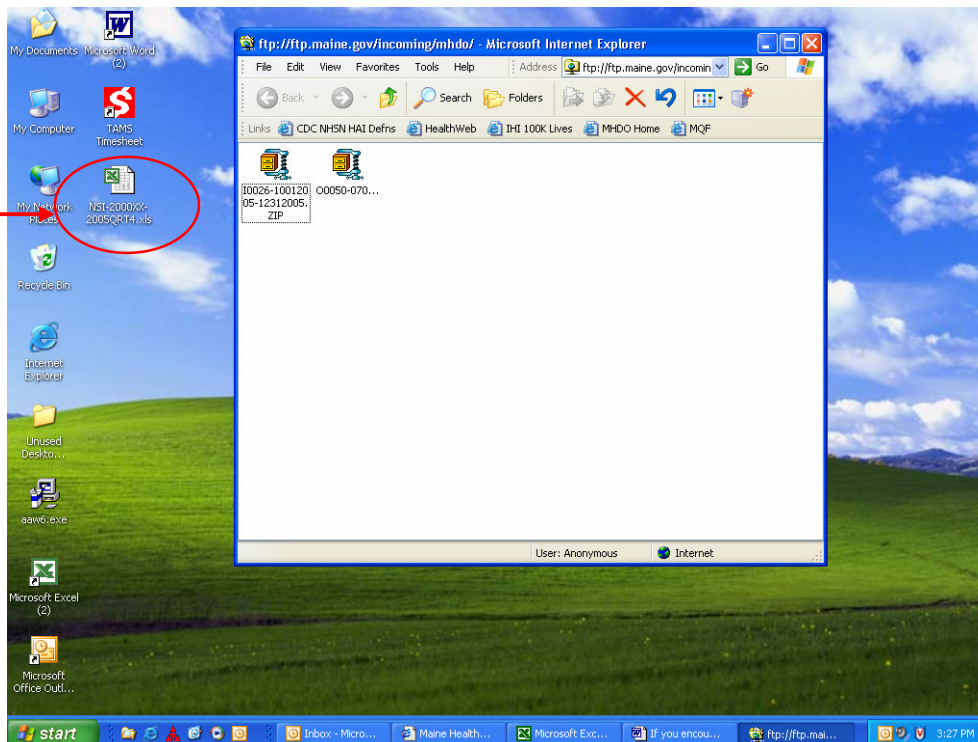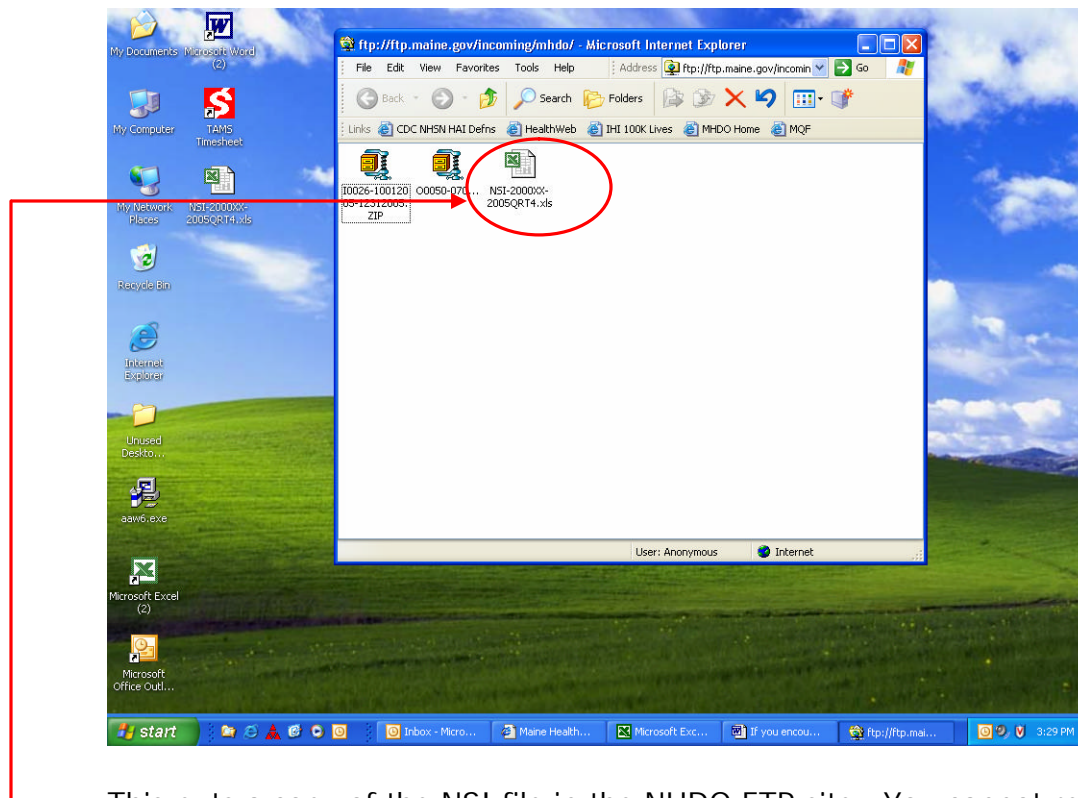
This puts a copy of the NSI file in the NHDO FTP site. You cannot remove or open any files in the site including your own file. If you submit a file to the FTP site in error, please contact MHDO and they will delete it. Only authorized MHDO staff can retrieve files from the site.

If you have questions or need assistance with use or submittal of the NSI Excel Spreadsheet please contact Susan Schow at 287-6745 (susan.e.schow@maine.gov). If you need assistance with submittal of data to the MHDO FTP site you may also contact Dave Vincent at 287-6727 (dave.a.vincent@maine.gov).